

**New Jersey Model District Staff and Work Site Mentor Check List
For School-sponsored, Unpaid Structured Learning Experiences**

(New Jersey Child Labor Law, Chapter 2, 12:58-1.3 School-to-Work Program)

The undersigned district staff person and the undersigned work site mentor assigned to supervise _____ (*student name*), who is participating in an unpaid structured learning experience at _____ (*business/agency name*), have reviewed the unpaid structured learning experience on _____ (*date*) and have found the unpaid structured learning experience to meet the ***New Jersey Child Labor Law, Chapter 2, 12:58-1.3 School-to-Work Program*** requirements as follows:

Teacher/Mentor Checklist

- ☐ 1. The student's duties are for training purposes only and not gainful employment.
Comments: _____
- ☐ 2. The student's duties follow a written student learning plan approved by the teacher and mentor.
Comments: _____
- ☐ 3. A copy of the signed unpaid structured learning agreement is maintained at the worksite.
Comments: _____
- ☐ 4. The student is supervised by an appropriate district staff person.
Comments: _____
- ☐ 5. The student is supervised by a workplace mentor designated by the business/agency.
Comments: _____
- ☐ 6. Prohibited equipment is not a part of the student's learning experience.
Comments: _____

District Staff Person Signature: _____ Date: _____
School District Name: _____ Phone: _____
Worksite Mentor Signature: _____ Date: _____
Business/Agency Name: _____ Phone: _____